

1. The first step is to identify the problem. This involves understanding the symptoms and the context in which they are occurring.

2. The second step is to gather information. This includes talking to people who are involved in the problem and looking at any relevant data or documents.

3. The third step is to analyze the information. This involves looking for patterns and trends in the data and trying to understand the underlying causes of the problem.

4. The fourth step is to develop a plan. This involves deciding what actions need to be taken to solve the problem and who is responsible for each action.

5. The fifth step is to implement the plan. This involves putting the plan into action and making sure that everyone is doing their part.

6. The sixth step is to evaluate the results. This involves checking to see if the problem has been solved and if the actions taken were effective.

7. The seventh step is to document the process. This involves writing down what was done and how it was done so that it can be used as a guide for future problems.

8. The eighth step is to communicate the results. This involves telling the people who are involved in the problem what has been done and what the results are.

9. The ninth step is to review the process. This involves looking back at the steps that were taken and thinking about what could be done better next time.

10. The tenth step is to celebrate the success. This involves acknowledging the efforts of everyone who helped to solve the problem and celebrating the achievement.

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